

immersion 2024

SEI Family Office Services



ARCHWAY PLATFORM

Customizing your AP workflows.



immersion 2024

Your speakers today.



Dan Ryan
Client Service Manager



Olivia Thomas
Client Relations Analyst

Agenda.

1.	Understanding the Workflow Manager.
2.	Structuring your workflows.
3.	Utilizing your workflows.
4.	Setting up your notifications.
5.	Unique methods of leveraging workflows.
6.	Additional resources.

Customizing your AP workflows.

Understanding the Workflow Manager.



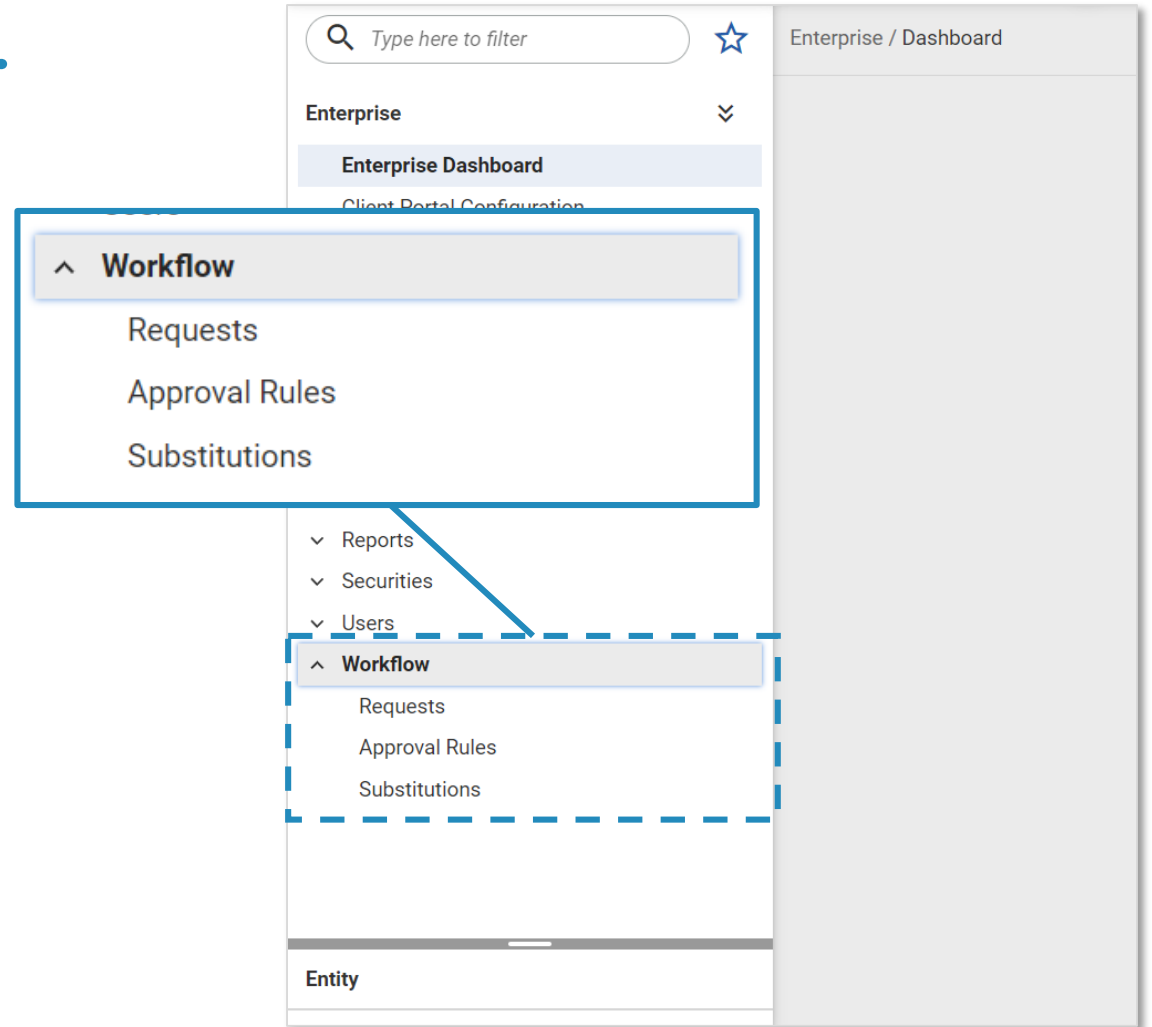
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What is workflow in the Archway Platform.

The workflow functionality in the Archway Platform represents a suite of tools that allow you to **automate** your internal **approval processes** and controls, specifically related to **accounts payable** and other operational functions.

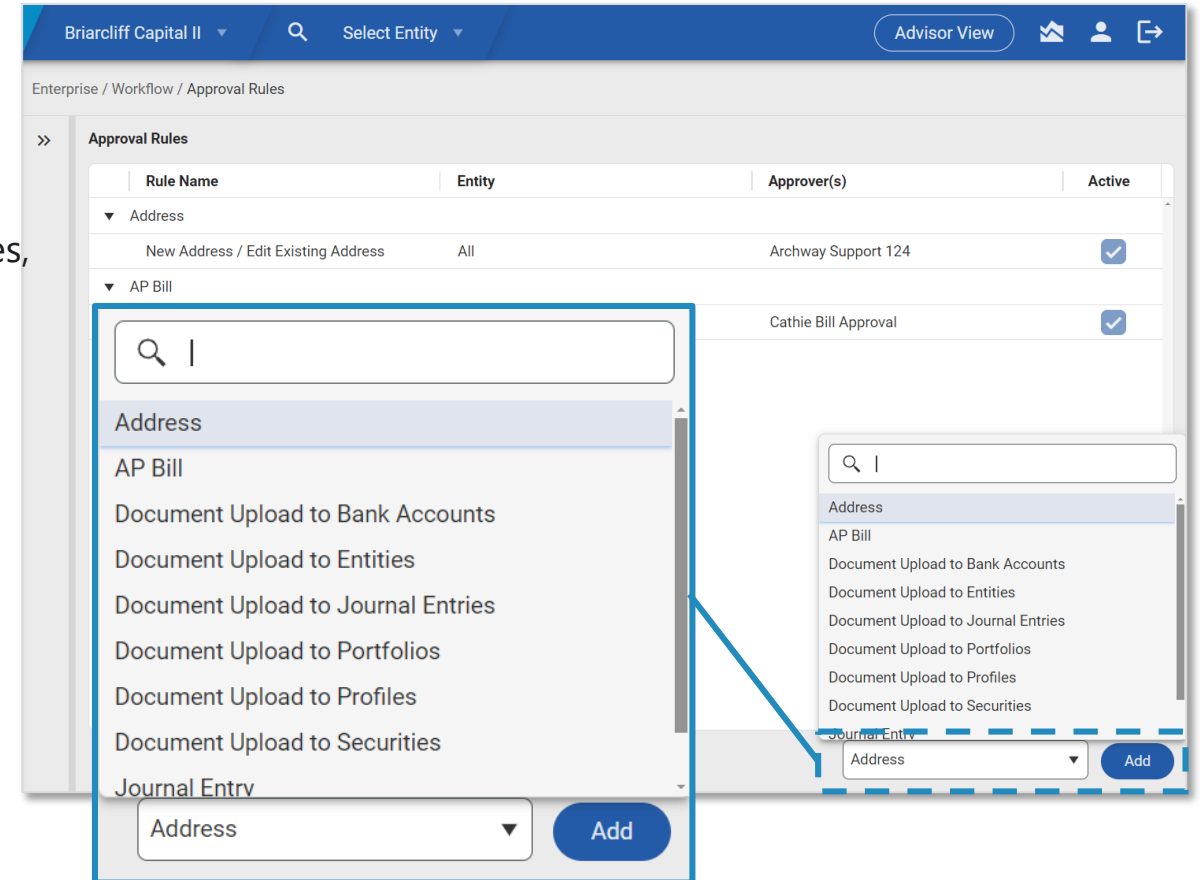
Where to find the Workflow Manager.

- Centralized location in the **Workflow Manager**
- One-stop-shop for all of the workflow-related functionality, including:
 - **Requests:** Dashboard for all approval requests requiring your approval, approvals you have requested, and all requests across the enterprise
 - **Approval Rules:** Configuration and setup hub for all approval workflows
 - **Substitutions:** List of designated approvers that can approve other users' workflows in their absence
- Located in **Enterprise Menu → Workflow**



What are examples of workflow.

- What types of **approval workflows** can I create?
 - Adding addresses
 - Approving AP Bills
 - Multiple document uploads (e.g. bank accounts, journal entries, and profiles)
 - Approving Journal Entries
 - Adding new profiles
 - Processing AP Payments
- Configured at **Enterprise → Workflow → Approval Rules**



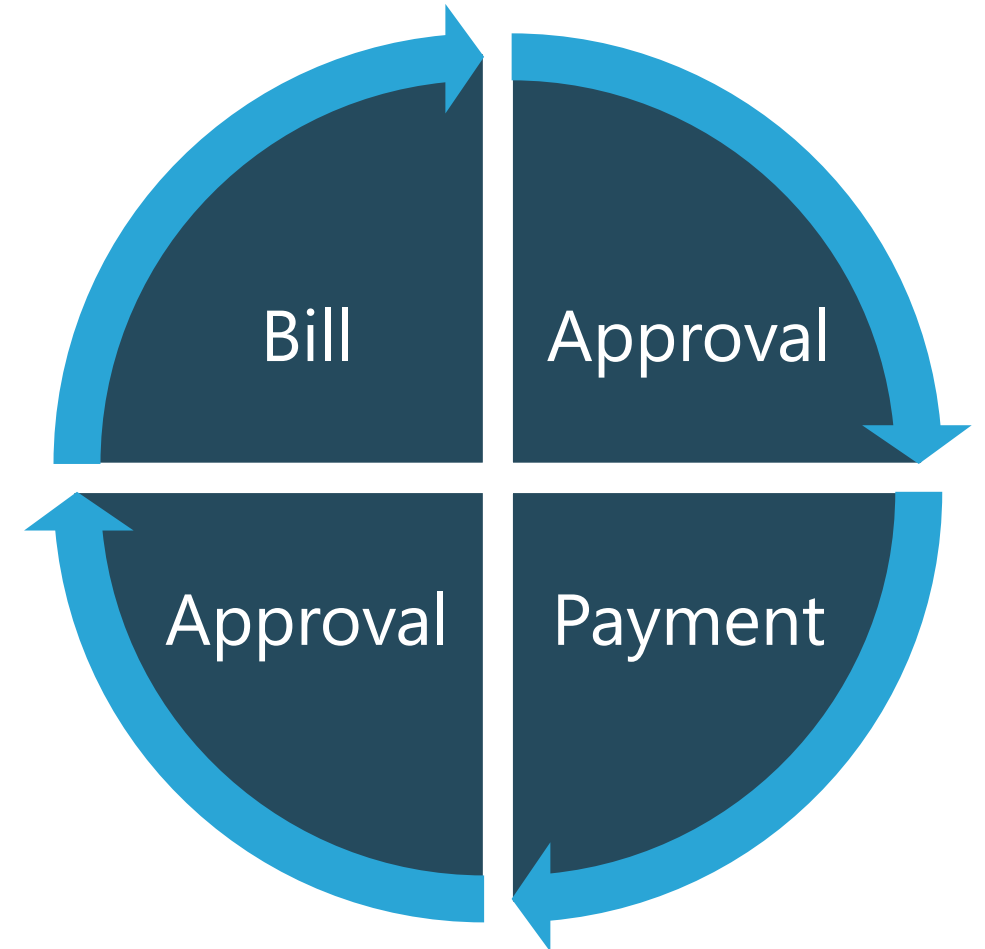
What are examples of workflow: Bills vs. Bank Accounts.

Bill workflow:

- Bill enters review/approval process after being created and saved
- Approver reviews individual Bills
- Bill cannot be paid until fully approved
- Configured at **Enterprise → Workflow → Approval Rules**

Payment workflow:

- Payment enters Workflow process after being created and saved
- Approver reviews total Payment Cycle
- Payment will not post until fully approved
- Configured at **Entity → Setup → Bank Accounts**



Customizing your AP workflows.

Structuring your workflows.



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Setting up your approvers: Quick reminders.

The screenshot displays the SEI system interface for managing user groups. The left sidebar shows the navigation menu with 'Enterprise' and 'Entity' sections. The 'Enterprise' section includes 'Enterprise Dashboard', 'Client Portal Configuration', and a list of entities like 'Accounts Payable', 'Entities', 'General Ledger', etc. The 'Entity' section is currently empty. The main content area is titled 'Enterprise / Users / User Groups' and shows a list of user groups. The 'Accounts Payable Only' group is selected, and its details are shown on the right. The 'Edit Assignments' dialog is open, showing the group name 'Accounts Payable Only' and a list of users. The user 'SEI - Olivia Thomas' is selected. The dialog also includes a 'Save' button and a note about using Control and Shift keys for multiple selections. A blue arrow points from the 'Edit' button in the bottom right corner of the main content area to the 'Edit Assignments' dialog.

Enterprise

- Enterprise Dashboard
- Client Portal Configuration
- Accounts Payable
- Entities
- General Ledger
- Modeling
- Operations
- Portfolio
- Profiles
- Reports
- Securities
- Users
 - User Accounts
 - User Groups**
 - User Roles
 - User Reports
 - User Queries
 - User Inserts

Entity

Groups

Group	D
19	
Accounts Payable Only	
AP (Treasury)	
Bank Account Approval \$50,000+	
Bank Account Approval (ALL)	
Bank Account Approval 0 - 49,999	
Bank Account Payment Approval	
Batch User Group	
Demo User Group	
EUC - Power User Cathie Roberts	
EUC - Power User in Shell Entity	
EUC - View BC II Entities	
EUC Workflow Group	
Investor Document Generation	
JAN	
Payment Approver	
Payment Approvers - Group 1	
Payments Over \$40,000	
Payments up to \$39,999.99	
Sandbox	

Group Detail: Accounts Payable Only

Group Name: Accounts Payable Only

Notes:

Group Assignments

Users Entities Roles

User

Type here to filter

Oscar Martinez (AP2)

Edit Assignments

Group: Accounts Payable Only

User

olivia

SEI - Olivia Thomas

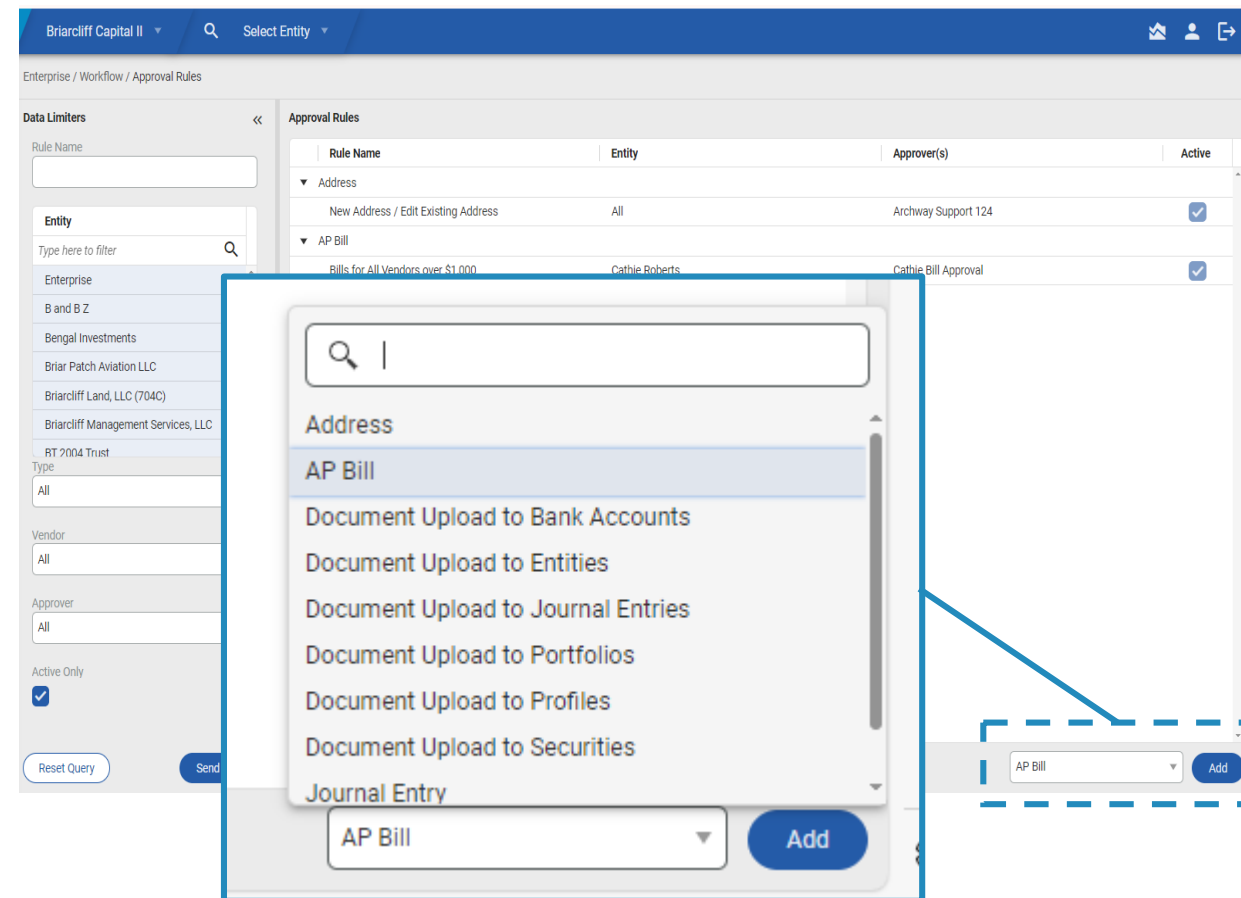
Use the Control and Shift keys for multiple selections.

Save

Upload Add Upload

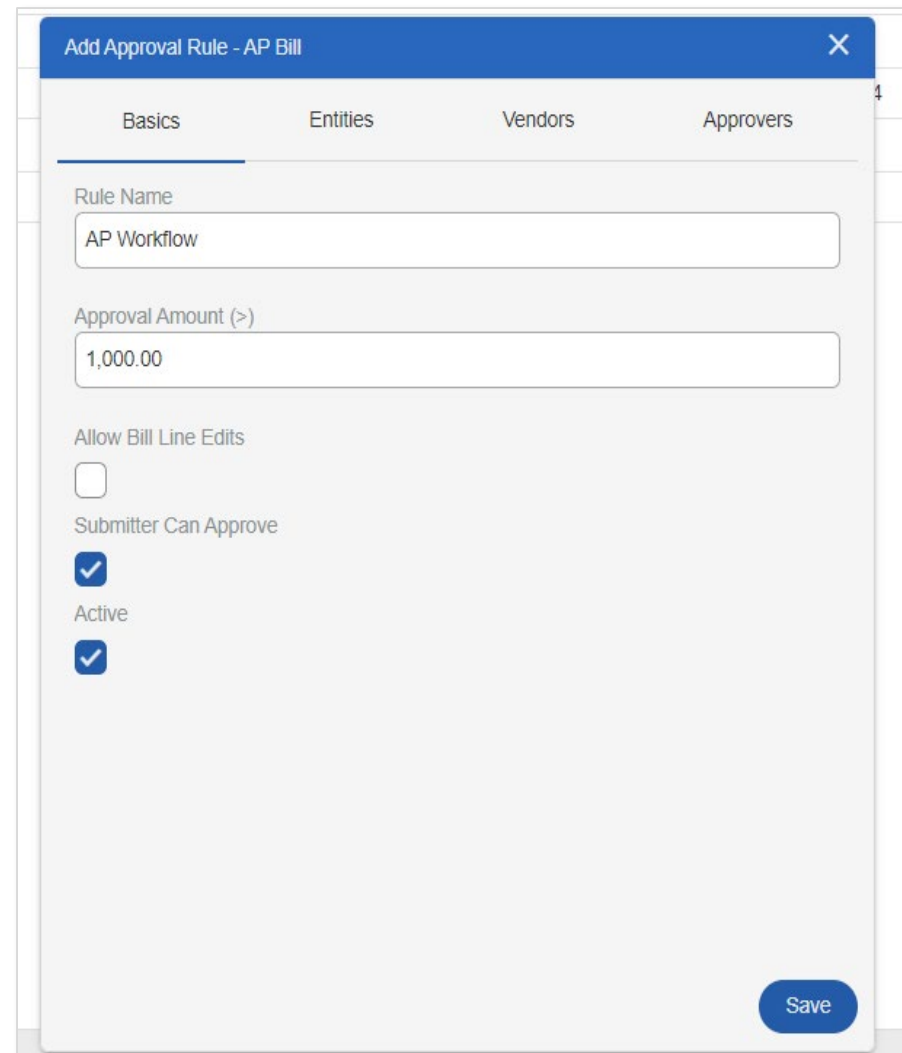
Setting up your approval rules.

- Approval rules can be set for **specific vendors** or **across your entire enterprise**
- Users have the ability to make your approval workflows as broad or specific as you wish
- Configured at **Enterprise → Workflow → Approval Rules**



Setting up your approval rules.

- Key configurations on the **Basics** tab:
 - **Approval Amount:** Amount threshold for the approval allows you to configure based on amount of the bill
 - **Allow Bill Line Edits:** Allow the approver to be able to make edits to the bill lines on AP bills
 - **Submitter Can Approve:** Allow the user submitting the item for approval to also be able to fulfill the approval



The screenshot shows a configuration window titled "Add Approval Rule - AP Bill" with a close button (X) in the top right corner. The window has four tabs: "Basics", "Entities", "Vendors", and "Approvers". The "Basics" tab is selected and highlighted with a blue underline. Below the tabs, the configuration fields are as follows:

- Rule Name:** A text input field containing "AP Workflow".
- Approval Amount (>):** A text input field containing "1,000.00".
- Allow Bill Line Edits:** A checkbox that is currently unchecked.
- Submitter Can Approve:** A checkbox that is checked, indicated by a blue checkmark.
- Active:** A checkbox that is checked, indicated by a blue checkmark.

A blue "Save" button is located in the bottom right corner of the configuration area.

Setting up your approval rules.

- Key configurations on the **Entities** tab:
 - Filter list by Entity Class and Class Options
 - Apply to one Entity, a select few, or enterprise-wide

The screenshot shows a software interface for configuring approval rules. The title bar reads "Add Approval Rule - AP Bill". There are four tabs: "Basics", "Entities" (which is selected), "Vendors", and "Approvers".

Under the "Entities" tab, there is a section for "Entity Class" with a dropdown menu currently set to "All". To the right of this is a checkbox labeled "All Entities".

Below this, there are two main sections, each with a header and a list of items with checkboxes:

- Class Options:** Contains a search bar "Type here to filter" and a single item "All" which is checked.
- Entities:** Contains a search bar "Type here to filter" and a list of ten entities, all of which are checked:
 - B and B Z
 - Bengal Investments
 - Briar Patch Aviation LLC
 - Briarcliff Land, LLC (704C)
 - Briarcliff Management Service...
 - BT 2004 Trust
 - BZ 2004 Trust
 - Cascade Range Investments
 - Cathie Roberts
 - Cathie Roberts Revocable Trust

At the bottom of the dialog, there is a note: "Use the Control and Shift keys for multiple selections." and a blue "Save" button.

Setting up your approval rules.

- Key configurations on the **Vendors** tab:
 - Set up a rule for a certain vendors or apply to all
 - Rules can be entity specific, so you can change up the rules and approvers for the same vendor in different entities

The screenshot shows the 'Add Approval Rule - AP Bill' dialog box with the 'Vendors' tab selected. The dialog has four tabs: Basics, Entities, Vendors, and Approvers. The 'Vendors' tab is active, showing a 'Profile Class' dropdown set to 'All' and a checkbox for 'All Vendors'. Below these are two sections: 'Class Options' and 'Vendors'. The 'Class Options' section has a search bar and a list with 'All' selected. The 'Vendors' section has a search bar and a list of vendors, all of which are selected with checkboxes. At the bottom, there is a note about using Control and Shift keys for multiple selections and a 'Save' button.

Class Options	Vendors
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> ABC Funding
	<input checked="" type="checkbox"/> American Express
	<input checked="" type="checkbox"/> Augusta National Golf Club
	<input checked="" type="checkbox"/> Billy Roberts
	<input checked="" type="checkbox"/> Blackrock
	<input checked="" type="checkbox"/> Bob's Handy Man Services
	<input checked="" type="checkbox"/> Brianna Danielson
	<input checked="" type="checkbox"/> Briarcliff Management Service
	<input checked="" type="checkbox"/> Bushwood Country Club
	<input checked="" type="checkbox"/> California Franchise Tax Board

Setting up your approval rules.

- Key configurations on the **Approvers** tab:
 - Approvers can be:
 - Users and User Groups
 - Archway Client Portal users
 - End-clients
 - Family members
 - Non-Archway Platform users

Add Approval Rule - AP Bill

Basics Entities Vendors **Approvers**

User Group

Approver/Group	Member
Type here to filter	
19	<input type="checkbox"/>
Accounts Payable Only	<input checked="" type="checkbox"/>
AP (Treasury)	<input type="checkbox"/>

Approvers Required

1

Order

1

Delete Approver Update Approver Add Approver

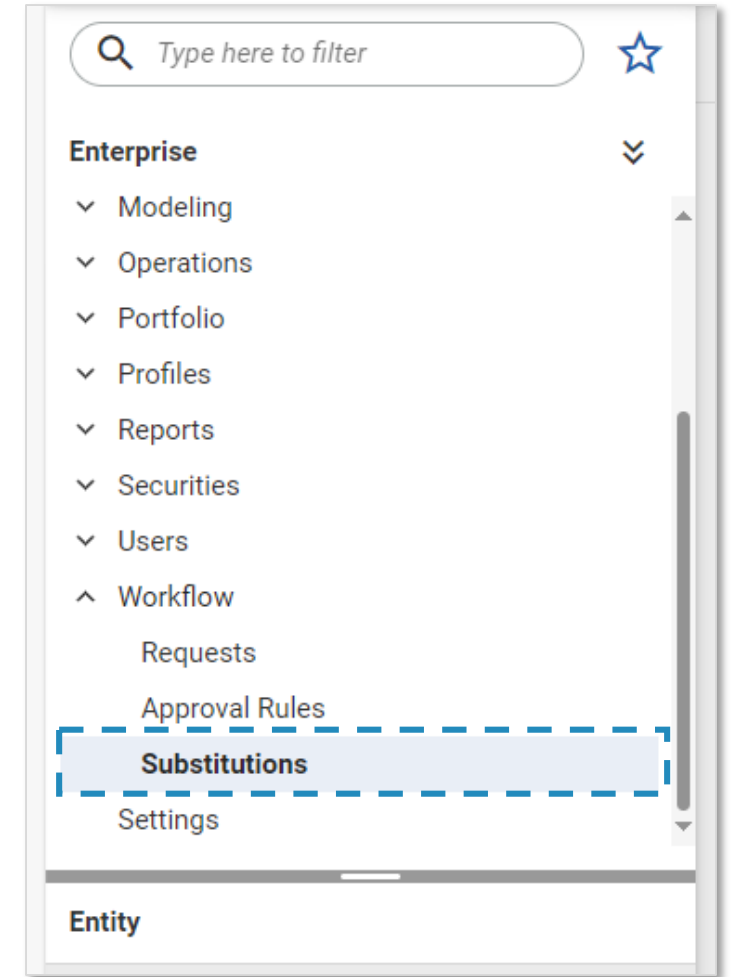
Order	Approver
1	Accounts Payable Only (User Group) - 1 Approvals(s) required

Save

Setting up your substitutions.

The **Substitutions Module** can be used to allow others to approve workflow items on your behalf while you are out of office.

- Configured at **Enterprise Workflow → Substitutions**
- Both **Users** and **Profiles** are available to have substitutes set up
- Substitutions can be added per **workflow item type**



Setting up your substitutions.

The screenshot displays the SEI system interface for setting up workflow substitutions. The top navigation bar shows the user is logged in as 'Briarcliff Capital II'. The left sidebar contains a navigation menu with the following items: Enterprise, Modeling, Operations, Portfolio, Profiles, Reports, Securities, Users, Workflow, Requests, Approval Rules, Substitutions, and Settings. The 'Substitutions' item is highlighted with a dashed blue box, and a callout points to it from a larger menu that also includes Workflow, Requests, Approval Rules, and Substitutions.

The main content area is titled 'Workflow Substitutions' and contains a table with the following columns: 'User/Profile' and 'Out of Office'. The table lists several users, including Jim Shoe, Matthew Hammer, Mikaylin Fulk, MJA, Oscar Martinez (AP), Oscar Martinez (Op...), Peter Gibbons, SEI - Ace Rhmiro, SEI - Azalia Heman..., SEI - Karla Pena, and SEI - Olivia Thomas. The 'Out of Office' column has checkboxes for each user.

To the right of the table is a 'Workflow Substitutions Detail: SEI - Olivia Thomas' section. It includes a 'User/Profile' field, an 'Out of Office' field, and a 'Workflow Substitution Types List' section. The 'Workflow Substitution Types List' section has a 'Types' dropdown menu and a 'No records available.' message. A callout points to this section from a larger menu that also includes Address, AP Bill, Document Upload to Bank Accounts, Document Upload to Entities, Document Upload to Journal Entries, Document Upload to Portfolios, Document Upload to Profiles, and Document Upload to Securities.

The bottom right corner of the interface shows a search bar and a list of substitution types: All, Address, AP Bill, Document Upload to Bank Accounts, Document Upload to Entities, Document Upload to Journal Entries, Document Upload to Portfolios, Document Upload to Profiles, and Document Upload to Securities. There is an 'Add' button next to the list.

Setting up your substitutions.

Approver

SEI -Dan Ryan (User)

Search

Peter Gibbons (User)

SEI - Ace Rhmiro (User)

SEI - Azaliia Hernandez (User)

SEI - Karla Pena (User)

SEI - Ujjwal Poudel (User)

SEI - Yara Lewis (User)

SEI -Dan Ryan (User)

Add Workflow Approval Substitution List

User/Profile

SEI - Olivia Thomas

Type

AP Bill

Approver

SEI -Dan Ryan (User)

Delete Approver Update Approver Add Approver

No records available.

Approver

SEI -Dan Ryan (User)

Delete Approver Update Approver Add Approver

Order	Approver
1	SEI -Dan Ryan (User)

Save

Turning on your Out of Office Approvals.

The screenshot displays the 'Workflow Substitutions' section of the SEI system. The interface is divided into two main panels. The left panel, titled 'Workflow Substitutions', contains a table with columns 'User/Profile' and 'Out of O...'. The right panel, titled 'Workflow Substitutions Detail: SEI - Olivia Thomas', shows the details for the selected user. A modal window titled 'Edit Out Of Office' is open, allowing for editing the user's out-of-office status. The modal includes fields for 'User/Profile', 'Date Range', and 'Notes'. The 'Date Range' is set from 08/13/2024 to 11/08/2024. The 'Notes' field contains the text 'Out of Office for Immersion Connect Conference'. The 'Save' button is visible at the bottom of the modal.

User/Profile	Out of O...
Oscar Martinez (AP...	<input type="checkbox"/>
Oscar Martinez (Op...	<input type="checkbox"/>
Peter Gibbons	<input type="checkbox"/>
SEI - Ace Rhmiro	<input type="checkbox"/>
SEI - Azaliia Hernan...	<input type="checkbox"/>
SEI - Karla Pena	<input type="checkbox"/>
SEI - Olivia Thomas	<input checked="" type="checkbox"/>
SEI - Ujjwal Poudel	<input type="checkbox"/>
SEI - Yara Lewis	<input type="checkbox"/>

Workflow Substitutions Detail: SEI - Olivia Thomas

User/Profile
SEI - Olivia Thomas

Out of Office
From 8/13/2024 to 11/8/2024

Workflow Substitution Types List

Edit Out Of Office

User/Profile
SEI - Olivia Thomas

Date Range
08/13/2024 to 11/08/2024

Notes
Out of Office for Immersion Connect Conference

Save

Customizing your AP workflows.

Utilizing your workflows.



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Utilizing your workflows: Practical examples.



AP Bill Workflow: Entering a new bill for approval.

Entity / Accounts Payable / Bills

Data Limiters

Vendor Start: ABC Funding

Vendor End: Young Family Foundation

Open Balance: ☒ ☐ Revise

Bill Start Date: 09/01/2023

Bill End Date: 08/31/2024

Post Start Date: 09/01/2023

Post End Date: 08/31/2024

Amount Start: -\$999,999,999.00

Amount End: \$999,999,999.00

Bill Number Like:

Entity

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Bills

AP Payments

Vendors

Distributions

Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Update and Edit Post AP

Edit Bill - Entity: Cathie Roberts

Basics Payments Accounting Workflow History Vendor History

Vendor: ABC Funding

Pay To Address: 8888 Keystone Crossing

8888 Keystone Crossing Suite 1400 Indianapolis, IN 46240

Vendor Bill Date: 08/16/2024

Post Date: 08/16/2024

Payment Term: Due Upon Receipt

Due Date: 08/16/2024

Age: 0 days

Bill Number: 0 character(s)

PO Number: 0 character(s)

Notes: 0 character(s)

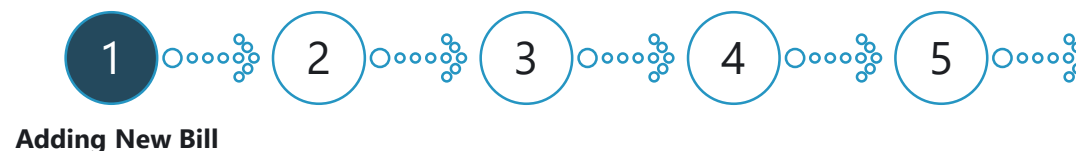
Additional Notes:

Table:

Open Amount	Vendor	D
\$1,500.00	ABC Fu...	
\$75.00	Verizon ...	
\$1,500.00	Cincinn...	
\$1,500.00	Briarclif...	
\$1,500.00	Briarclif...	
\$100.00	Verizon ...	
(\$25.00)	ABC Fu...	
(\$25.00)	Kansas ...	
\$100.00	Kansas ...	
\$200.00	Verizon ...	
\$200.00	Verizon ...	
\$1,500.00	Briarclif...	
\$1,500.00	Briarclif...	
\$0.00	Verizon ...	
\$0.00	Briarclif...	
\$1,500.00	Red Wo...	
\$0.00	Briarclif...	

Total Open: \$27,725.00

Buttons: Delete, Void, Save, Add



AP Bill Workflow: Entering a new bill for approval.

Workflow Details

Entity / Accounts Payable / Bills

Data Limiters

Vendor Start: ABC Funding

Vendor End: Young Family Foundation

Open Balance: ☒ ☐

Bill Start Date: 09/01/2023

Bill End Date: 08/31/2024

Post Start Date: 09/01/2023

Post End Date: 08/31/2024

Amount Start: -\$999,999,999.00

Amount End: \$999,999,999.00

Bill Number Like:

Reset Query

Date Required: 08/16/2024

Description: \$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Notes:

Approvers:

- 1 Cathie Roberts (Profile) - 1 approval(s) required.
- 1 Oscar Martinez (AP2) (User Group) - 1 approval(s) required.
- 1 SEI - Olivia Thomas (User Group) - 1 approval(s) required.
- 1 SEI - Dan Ryan (User Group) - 1 approval(s) required.

Require eSignature: ☐

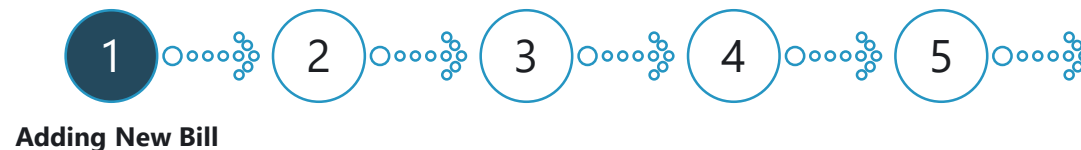
Follow-Up Required: ☐

Buttons: Continue, Save

Table:

Open Amount	Vendor	D
\$1,500.00	ABC Fu...	
\$75.00	Verizon ...	1
\$1,500.00	Cincinnati...	1
\$1,500.00	Briarcliff...	1
\$1,500.00	Briarcliff...	1
\$100.00	Verizon ...	1
(\$25.00)	ABC Fu...	1
(\$25.00)	Kansas ...	1
\$100.00	Kansas ...	1
\$200.00	Verizon ...	1
\$200.00	Verizon ...	1
\$1,500.00	Briarcliff...	1
\$1,500.00	Briarcliff...	1
\$0.00	Verizon ...	1
\$0.00	Briarcliff...	1
\$1,500.00	Red Wo...	1
\$0.00	Briarcliff...	1

Legend: Bold text indicates inter-company entries. Red text indicates unapproved payments.



AP Bill Workflow: Internal Workflow.

Enterprise / Workflow / Requests

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity

Entity Dashboard

Reports

Requests

AP Payments

Vendors

Distributions

Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Update and Edit Post AP

Data Limiters

Source

All

Type

All

Requestor

All

Approver

All

Description

Only Show Unapproved

☒

Received Start Date

900

End Date

08/16/2024

Required Start Date

01/01/1900

Required End Date

08/16/2024

Reset Query

Send Query

Workflow Manager

Requiring My Approval

My Approval Requests

All Requests

View

Standard View

Type	Description	Requestor	Source	Received Date	Required I
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/

Type	Description	Requestor	Source	Received Date
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024



Internal Approval

AP Bill Workflow: Internal Workflow.

☰

Briarcliff Capital II

🔍

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

📈

👤

🔗

🔍 Type here to filter

☆

← Enterprise / Workflow / Requests

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Bills

AP Payments

Vendors

Distributions

Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Update and Edit Post AP

Workflow Item

\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Required Date: 08/16/2024

Details

Notes

History

Approvers

Approved

Go

Follow-up required: ☐

Expand/Collapse | Documents

Bill Summary

Bill To Entity

Cathie Roberts

Bill Total

\$1,500.00

Payment Total

\$0.00

Vendor

ABC Funding

Pay To Address

8888 Keystone Crossing

8888 Keystone Crossing

Suite 1400

Eden Prairie, MN 55324

Vendor Bill Date

08/16/2024

Post Date

08/16/2024

Bill number

PO#

Delete

Admin



Internal Approval



AP Bill Workflow: Internal Workflow.

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Bills

AP Payments

Vendors

Distributions

Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Update and Edit Post AP

Briarcliff Capital II

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Required Date: 08/16/2024

Details

Notes

History

Approvers

Approved

Go

Follow-up required:

Order

Approver

Action

Date

1

Cathie Roberts (Profile)

Pending

1

Oscar Martinez (AP2) (User Group)

Pending

1

SEI - Olivia Thomas (User Group)

Pending

1

SEI -Dan Ryan (User Group)

Pending

Order

Approver

1

Cathie Roberts (Profile)

1

Oscar Martinez (AP2) (User Group)

1

SEI - Olivia Thomas (User Group)

1

SEI -Dan Ryan (User Group)

Action

Pending

Pending

Pending

Pending

Delete

Admin



Internal Approval



AP Bill Workflow: Internal Workflow.

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Bills

AP Payments

Vendors

Distributions

Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Update and Edit Post AP

Briarcliff Capital II

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Required Date: 08/16/2024

Details

Notes

History

Approvers

Order	Approver
1	Cathie Roberts (Profile)
1	Oscar Martinez (AP2) (User Group)
1	SEI - Olivia Thomas (User Group)
1	SEI -Dan Ryan (User Group)

Approved

Go

Approved

Go

Required:

Follow-up required:

Red text indicates substitution

Bold text indicates approval required

Action

Note

Date

Pending

Pending

Pending

Pending

Red text indicates substitution

Bold text indicates approval required

Action

Date

Pending

Pending

Approved

08/16/2024

Pending

Delete

Admin



Internal Approval

AP Bill Workflow: Substitution Approval.

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Accounts Receivable

Asset Management

General Ledger

Investor

Portfolio

Setup

Briarcliff Capital II

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

Enterprise / Workflow / Requests

Data Limiters

Source

All

Type

All

Requestor

All

Approver

All

Description

Workflow Manager

Requiring My Approval

My Approval Requests

All Requests

View

Standard View

Type	Description	Requestor	Source	Received Date	Required
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/2024
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/2024

Only Show Unapproved

Received Start Date

01/01/1900

Received End Date

08/16/2024

Required Start Date

01/01/1900

Required End Date

08/16/2024

Reset Query

Send Query

Type	Description	Requestor	Source	Received Date	Required
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/2024
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/2024



Substitution Approval

AP Bill Workflow: Substitution Approval.

Type here to filter

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Accounts Receivable

Asset Management

General Ledger

Investor

Portfolio

Setup

Briarcliff Capital II

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Required Date: 08/16/2024

Details

Notes

History

Approvers

Approved

Go

Follow-up required:

Red text indicates substitution

Bold text indicates approval required

Order	Approver	Action	Date
1	Cathie Roberts (Profile)	Pending	
1	Oscar Martinez (AP2) (User Group)	Pending	
1	SEI - Olivia Thomas (User Group)	Pending	08/16/20...
1	SEI - Olivia Thomas (User)	Pending	

Order	Approver
1	Cathie Roberts (Profile)
1	Oscar Martinez (AP2) (User Group)
1	SEI - Olivia Thomas (User Group)
1	SEI - Olivia Thomas (User)

Order	Approver
1	Cathie Roberts (Profile)
1	Oscar Martinez (AP2) (User Group)
1	SEI - Olivia Thomas (User Group)
1	SEI - Dan Ryan (User Group)

DeleteAdmin



Substitution Approval



AP Bill Workflow: Substitution Approval.

Enterprise

General Ledger

Modeling

Operations

Portfolio

Profiles

Reports

Securities

Users

Workflow

Requests

Approval Rules

Substitutions

Settings

Entity

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Accounts Receivable

Asset Management

General Ledger

Investor

Portfolio

Setup

Briarcliff Capital II

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Required Date: 08/16/2024

Details

Notes

History

Approvers

Approved

Go

Follow-up required: ☐

User	Action	Date
SEI - Olivia Thomas (User) on behalf of SEI -Dan Ryan (User)	Approved	08/16/2024 04:28:04 P...
SEI - Olivia Thomas (User)	Pending	08/16/2024 04:16:38 P...
SEI - Olivia Thomas (User)	Approved	08/16/2024 03:52:47 P...
SEI - Olivia Thomas (User)	Resubmitted	08/16/2024 03:17:38 P...
SEI - Olivia Thomas (User)	Revise	08/16/2024 03:17:11 P...
SEI - Olivia Thomas (User)	Resubmitted	08/16/2024 03:16:24 P...
SEI - Olivia Thomas (User)	Revise	08/16/2024 03:11:29 P...
SEI - Olivia Thomas (User)	Submission	08/16/2024 02:54:54 P...

User

SEI - Olivia Thomas (User) on behalf of SEI -Dan Ryan (User)

SEI - Olivia Thomas (User)

Action

Approved

Pending

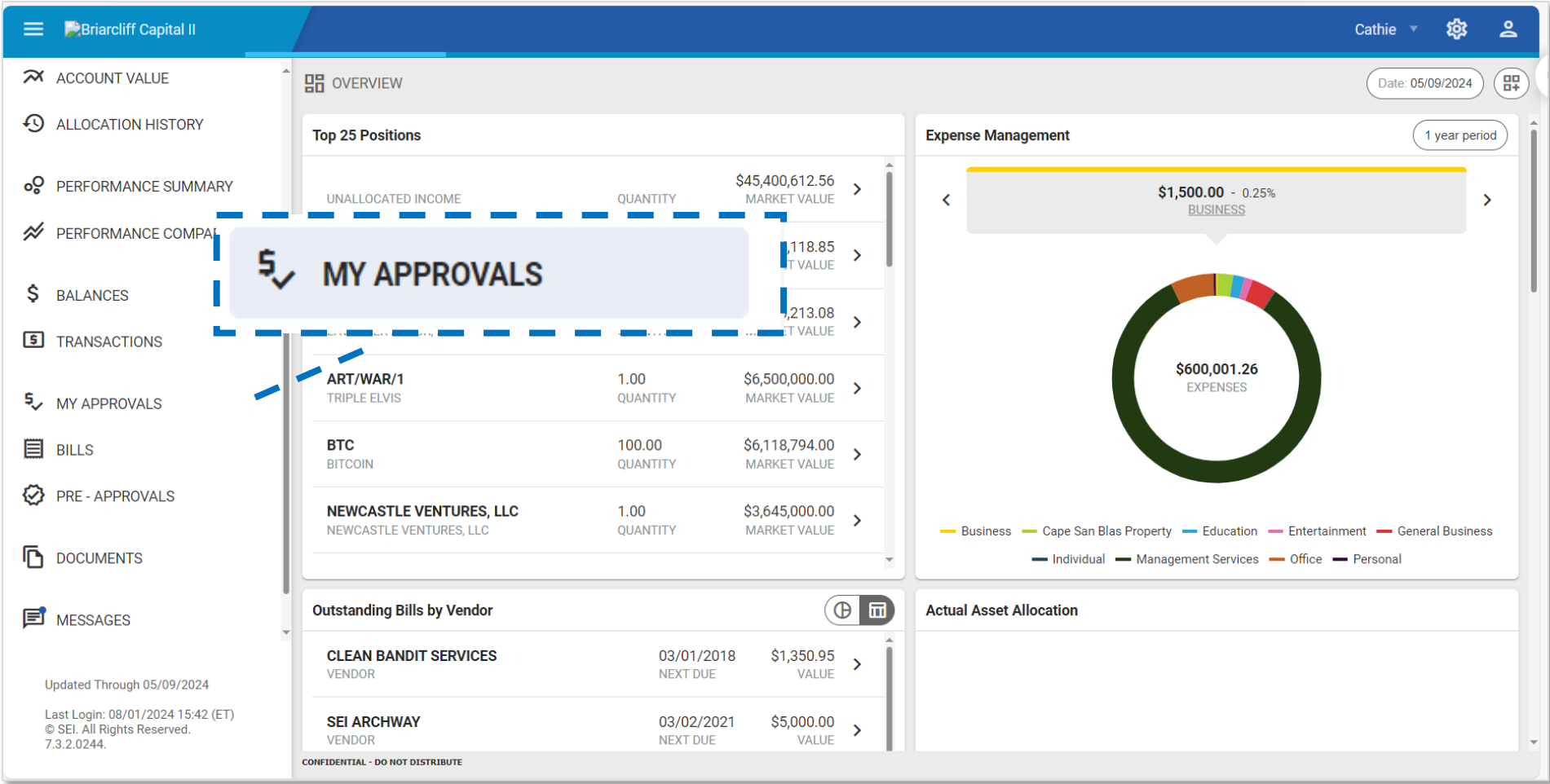
Delete

Admin



Substitution Approval

AP Bill Workflow: External Workflow.



External Approval

AP Bill Workflow: External Workflow.

☰ Briarcliff Capital II

ACCOUNT VALUE

ALLOCATION HISTORY

PERFORMANCE SUMMARY

PERFORMANCE COMPARISON

BALANCES

TRANSACTIONS

MY APPROVALS

BILLS

PRE - APPROVALS

DOCUMENTS

MESSAGES

Updated Through 05/09/2024

Last Login: 08/01/2024 15:42 (ET)

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7.3.2.0244.

MY APPROVALS

Current Filters: Status: Pending

Vendor	Entity	Due Date ↓	Bill Date	Bill Amount	
ABC Funding	Cathie Roberts	08/16/2024	08/16/2024	\$1,500.00	>
Cincinnati Bengals Ticket Sales	Cathie Roberts	07/26/2024	07/26/2024	\$1,500.00	>
Red Woods Landscaping	Cathie Roberts	01/10/2024	01/10/2024	\$1,500.00	>
Augusta National Golf Club	Cathie Roberts	12/15/2023	12/01/2023	\$15,000.00	>
Bushwood Country Club	Cathie Roberts	12/07/2023	12/07/2023	\$1,600.00	>

1

1 - 5 of 5 items

CONFIDENTIAL - DO NOT DISTRIBUTE



External Approval

AP Bill Workflow: External Workflow.

☰ Briarcliff Capital II

ALLOCATION HISTORY

PERFORMANCE SUMMARY

PERFORMANCE COMPARISON

BILLS

TRANSACTIONS

MY APPROVALS

BILLS

PRE - APPROVALS

DOCUMENTS

MESSAGES

DIRECTORY

Updated Through 05/31/2024

Last Login: 10/12/2024 15:55 (ET)
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7.3.2.0294.

BILLS

Current Filters: Period: Last 1 Yr

Vendor	Entity	Due Date	Bill Date ↓	Bill Amount	Status	
American Express	Cathie Roberts	10/29/2024	10/29/2024	\$1,743.26	Pending Approval	>
Cincinnati Bengals Ticket Sales	Cathie Roberts	10/29/2024	10/29/2024	\$6,048.00	Pending Approval	>
Verizon Wireless	Cathie Roberts	09/26/2024	09/26/2024	\$1,500.00	Pending Approval	>
ABC Funding	Cathie Roberts	08/29/2024	08/29/2024	\$0.00	Paid	>
Skyline Chili	Cathie Roberts Revocable Trust	08/26/2024	08/26/2024	\$10.00	Pending Payment	>
Cincinnati Bengals Ticket Sales	Cathie Roberts	08/16/2024	08/16/2024	\$1,500.00	Pending Approval	>
Verizon Wireless	Cathie Roberts	08/14/2024	08/14/2024	\$75.00	Pending Payment	>
Cincinnati Bengals Ticket Sales	Cathie Roberts	07/26/2024	07/26/2024	\$1,500.00	Pending Approval	>
ABC Funding	Cathie Roberts	06/25/2024	06/25/2024	\$0.00	Paid	>
Briarcliff Management Service	Cathie Roberts	05/28/2024	05/28/2024	\$1,500.00	Pending Payment	>
ABC Funding	Cathie Roberts	05/25/2024	05/25/2024	\$0.00	Paid	>
Verizon Wireless	Cathie Roberts	05/20/2024	05/20/2024	\$75.00	Paid	>
Bushwood Country Club	Cathie Roberts Revocable Trust	05/20/2024	05/20/2024	\$150.00	Paid	>
Creek Catering	Cathie Roberts Revocable Trust	05/10/2024	05/10/2024	\$50.00	Paid	>
Verizon Wireless	Cathie Roberts	05/01/2024	05/01/2024	\$75.00	Paid	>
Dennis Mangalindan	Briarcliff Management Services, LLC	05/01/2024	05/01/2024	\$330.00	Paid	>
ABC Funding	Briarcliff Management Services, LLC	04/30/2024	04/30/2024	\$500,000.00	Pending Payment	>

1 - 45 of 45 items

CONFIDENTIAL - DO NOT DISTRIBUTE



External Approval

AP Bill Workflow: External Workflow.

☰ Briarcliff Capital II

Cathie ⌵ ⚙️ 👤

🕒 ALLOCATION HISTORY

🔗 PERFORMANCE SUMMARY

📊 PERFORMANCE COMPARISON

💰 BALANCES

🔒 PRE - APPROVALS

📝 MY APPROVALS

📄 BILLS

🔒 PRE - APPROVALS

📁 DOCUMENTS

💬 MESSAGES

👤 DIRECTORY

Updated Through 05/31/2024

Last Login: 10/12/2024 15:55 (ET)
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7.3.2.0294.

🔒 PRE - APPROVALS

Vendor	Entity	Limit	
Verizon Wireless	Briarcliff Management Services, LLC	\$150.00	>
Verizon Wireless	Cathie Roberts	\$100.00	>
SEI Archway	Briarcliff Management Services, LLC	No Limit	>
Bob's Handy Man Services	Briarcliff Management Services, LLC	\$600.00	>
Fifth Third Bank	Briarcliff Management Services, LLC	\$250.00	>
Columbia University	Briarcliff Management Services, LLC	\$5,000.00	>

VENDOR

Verizon Wireless

ENTITY

Briarcliff Management Services, LLC

DOLLAR LIMIT

\$150.00

NO LIMIT

☐

Pre - approvals allow you to auto approve all future bills that meet the above criteria.

⏮️ ⏪️ 1 ⏩️ ⏭️

CONFIDENTIAL - DO NOT DISTRIBUTE



External Approval

AP Bill Workflow: External Workflow.

☰ Briarcliff Capital II

ACCOUNT VALUE

ALLOCATION HISTORY

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Updated Through 05/09/2024
Last Login: 08/01/2024 15:42 (ET)
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7.3.2.0244.

MY APPROVALS

Vendor	Entity
ABC Funding	Cathie Roberts
Cincinnati Bengals Ticket Sales	Cathie Roberts
Red Woods Landscaping	Cathie Roberts
Augusta National Golf Club	Cathie Roberts
Bushwood Country Club	Cathie Roberts

APPROVE

DENY

1

CONFIDENTIAL - DO NOT DISTRIBUTE

PENDING

Bill Posted
08/16/2024

Approval 1
Pending

Payment
Pending

08/16/2024
BILL DATE

08/16/2024
DUE DATE

\$1,500.00
BILL AMOUNT

Due Upon Receipt
PAYMENT TERM

BILL #

PO #

NOTES

50140 - Antiques / Collectibles - 1,500.00
ACCOUNTING

ABC Funding
VENDOR

Cathie Roberts
BILLED ENTITY

8888 Keystone Crossing
PAY TO ADDRESS

\$60,646.00

\$2,671.00

✓

✗

\$

⏸



External Approval

AP Bill Workflow: Payment Approval Workflow.

Find all of your approval requests under the **Requests Tab** in the **Workflow Module**

Workflow Manager

Requiring My ApprovalMy Approval RequestsAll Requests

ViewStandard View

Type	Description	Requestor	Source	Received Date	Required Date
AP Bill	\$2,000.00 AP Bill on 08/18/2024 (ABC Fundi...	SEI -Dan Ryan	Accounts Payable	08/18/2024	08/18/2024

Workflow Manager

Requiring My ApprovalMy Approval RequestsAll Requests

ViewStandard View

Description	Requestor	Source	Received Date	Required Date
\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/2024
\$1,500.00 AP Bill on 08/16/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	08/16/2024	08/16/2024

Requiring My ApprovalMy Approval RequestsAll Requests

ViewStandard View

Type	Description	Source	Required Date	Approval Date
AP Payment	\$1,000.00 payment on 10/23/2024 to ABC Funding	Accounts Payable	06/29/2024	



Add Payment and Approval

Customizing your AP workflows.

Setting up your notifications.



immersion 2024

Notifications Manager: What does it look like?

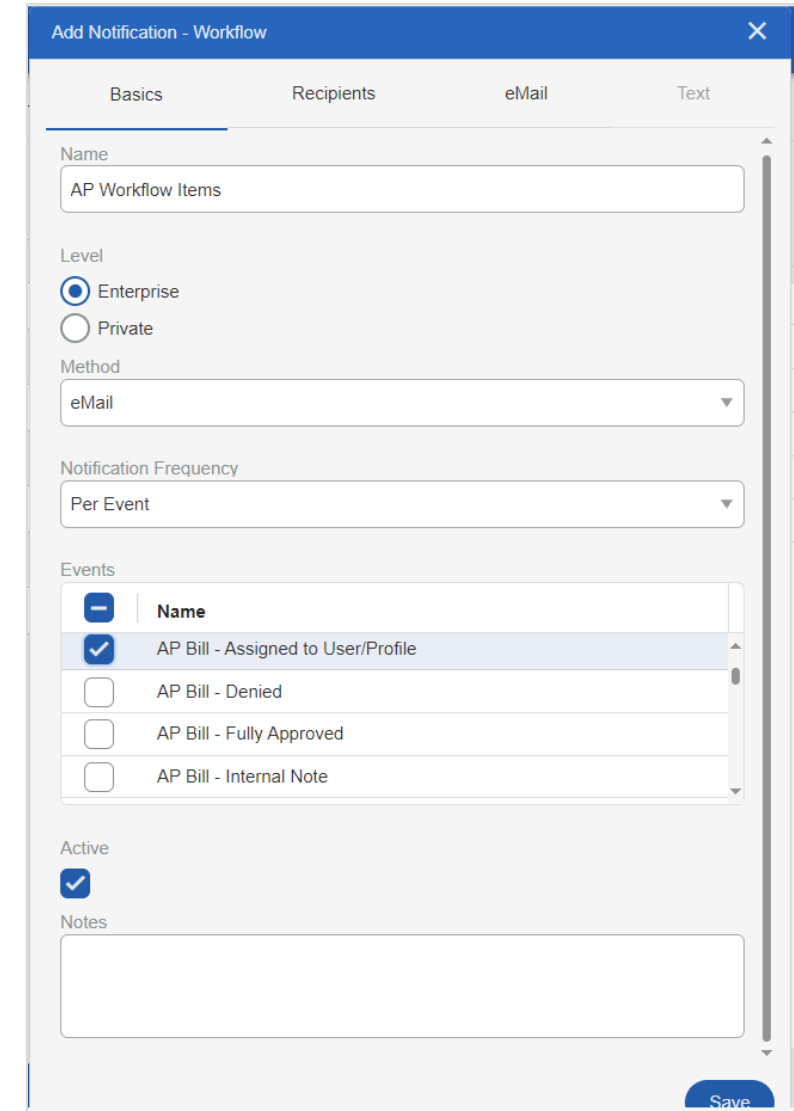
The screenshot displays the Notifications Manager interface within the Briarcliff Capital II system. The top navigation bar includes the company name, a search icon, the current entity 'Bengal Investments', and the open period '06/01/2022 to 06/30/2022'. The sidebar on the left lists various modules under 'Enterprise' and 'Entity', with 'Notifications Manager' selected. The main panel is divided into 'Data Limiters' and 'Notifications' sections. The 'Data Limiters' section includes filters for Name Like, Type, Method, Notification Frequency, and Include (Active, Inactive, Private, Enterprise). The 'Notifications' section shows a table of existing notifications with columns for Name, Method, Recipient Type, Recipient, and Active. A dashed blue box highlights a search and filter overlay that appears when a notification is selected, showing a search bar and a list of notification types: Accounting Periods, Reminder, Workflow, Client Portal Configuration, and Documents Posted to Client Portal. The 'Workflow' option is currently selected in the overlay.

Name	Method	Recipient Type	Recipient	Active
Reminder				
Verizon Phone Bill Reminder	eMail	User Group	Accounts Payable Only	✓
Workflow				
External Invoice Approval	eMail	Profile	Cathie Roberts	✓
External Invoice Approval S...	Text	Profile	Cathie Roberts	✓

Notifications Manager: Configurations.

Notifications features:

- Notifications can be sent per event, daily, or weekly
- Notification can be sent as Email or Text
- System-generated Notifications can be triggered by multiple actions within Workflow
- Unused Notifications can be marked Inactive



The screenshot shows the 'Add Notification - Workflow' configuration window. It has a blue header bar with the title and a close button. Below the header are four tabs: 'Basics', 'Recipients', 'eMail', and 'Text'. The 'Basics' tab is selected. The form contains the following fields:

- Name:** A text input field containing 'AP Workflow Items'.
- Level:** Two radio buttons: 'Enterprise' (selected) and 'Private'.
- Method:** A dropdown menu showing 'eMail'.
- Notification Frequency:** A dropdown menu showing 'Per Event'.
- Events:** A list of events with checkboxes. The first event, 'AP Bill - Assigned to User/Profile', is checked. The other events are 'AP Bill - Denied', 'AP Bill - Fully Approved', and 'AP Bill - Internal Note'.
- Active:** A checkbox that is checked.
- Notes:** A large text area for additional notes.

A 'Save' button is located at the bottom right of the window.

Notifications Manager: Recipients.

Recipients configuration:

- Choose Profile, Profile Class, User, or User Group
- Profile/Profile Class – External Workflow
- User/User Group – Internal Workflow
- Ability to mix and match
- All Users: Can do a blanket selection for recipients

Add Notification - Workflow

Basics Recipients eMail Text

Recipient Type: User ☐ All Users

Recipient

Type here to filter

- ☐ SEI - Karla Pena
- ☐ SEI - Olivia Thomas
- ☐ SEI - Ujjwal Poudel
- ☐ SEI - Yara Lewis
- ☒ SEI - Dan Ryan
- ☐ ZZZZ5
- ☐ ZZZZ6

<input type="checkbox"/>	Recipient Type	Recipient
<input type="checkbox"/>	User	SEI - Olivia Thomas
<input type="checkbox"/>	Profile	Cathie Roberts

Notifications Manager: Alerts.

Messages can be customized to include user-defined notifications

Add Notification - Workflow

Basics

Recipients

eMail

Text

From

othomas@seic.com

Cc

Cc...

Bcc

Bcc...

Subject

Please Review Bill Workflow Items

Body

Select font family

Select font size

A

B

I

U

Hi AP Team Member,

You have a bill ready for review. Please log into SEI Archway and review at your earliest convenience. See bill details below.

Thank you,

Family Office AP Team

Event-detail option allows for bill details to be included in system-generated message

Body

Select font family

Select font size

A

B

I

U

Hi AP Team Member,

You have a bill ready for review. Please log into SEI Archway and review at your earliest convenience. See bill details below.

Thank you,

Family Office AP Team

Detail

Event Detail

Bill Date

Bill Total

Requestor

Event Type

Priority

Entity

Bill Vendor

Bill Number

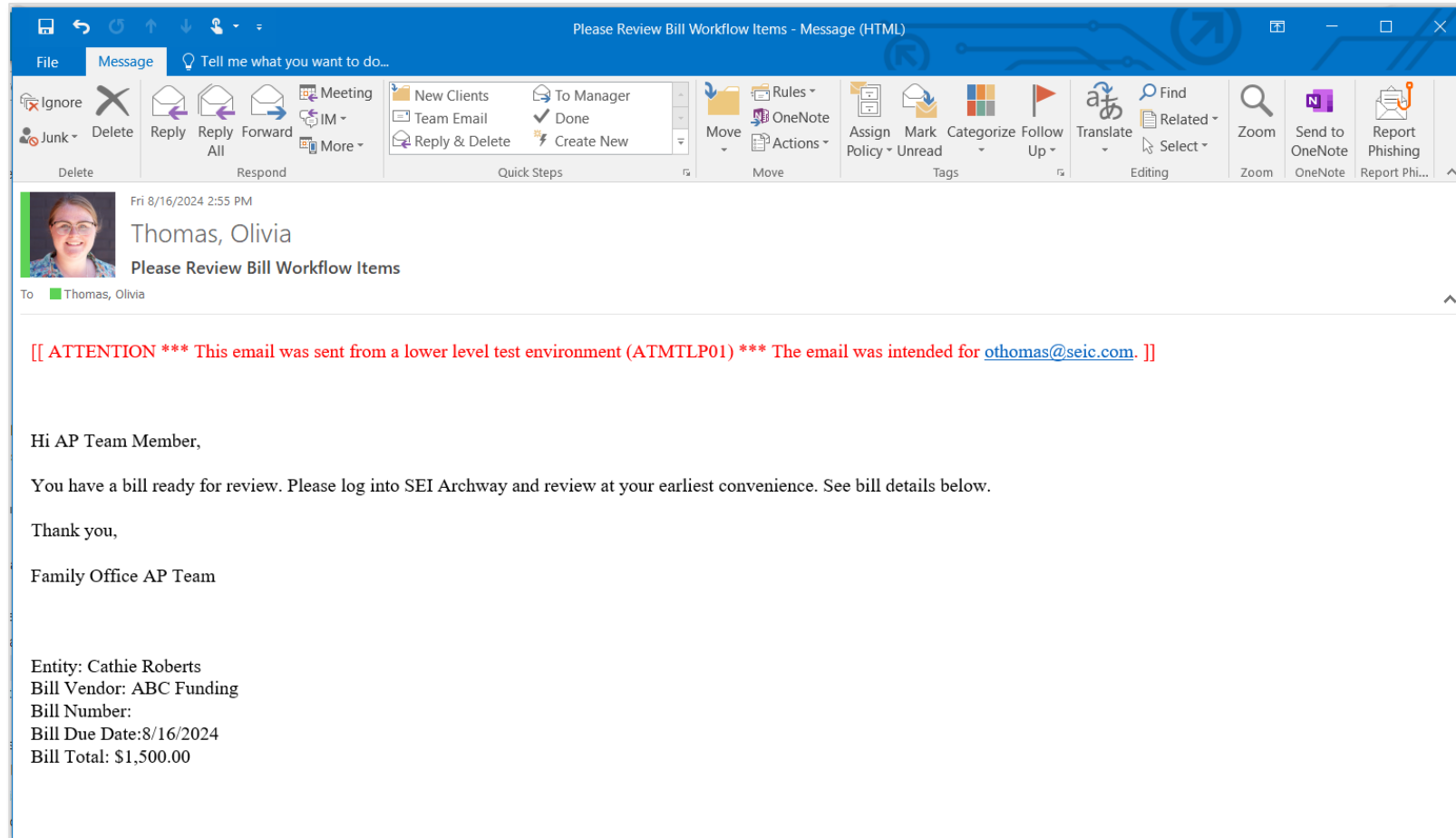
Bill Due Date

Drag and Drop to affect order.

Save



Notifications Manager: Preview notification email.



Customizing your AP workflows.

Unique methods of leveraging workflows.



immersion 2024

Unique methods: Multi-Level approvals.

The Sequence Order functionality allows you to designate multiple approvers for each bill.

Allowing you to designate specific staff members or a family member as an additional required sign off.

The screenshot displays the 'Add Approval Rule - AP Bill' dialog box, which is used for configuring multi-level approvals. The 'Approvers' tab is selected, showing a list of potential approvers. Cathie Roberts is currently selected as an approver. The dialog also allows setting the number of approvers required (currently 1) and the sequence order (currently 2). A table at the bottom summarizes the approval requirements, showing that 1 approval is required from the 'Accounts Payable Only (User Group)'. The background shows a table of existing approval rules.

Rule Name	Entity	Active
Address		
New Address / Edit Existing Address	All	
AP Bill		
Bills for All Vendors over \$1,000	Cathie Roberts	

Unique methods: After approval revisions process.

Enterprise

General Ledger

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Requests

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Settings

Entity

Entity Dashboard

Reports

Accounting Periods

Accounts Payable

Bills

AP Payments

Vendors

Distributions

Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Update and Edit Post AP

Briarcliff Capital II

Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)

Required Date: 08/16/2024

Details

Notes

History

Approvers

Order	Approver
1	Cathie Roberts (Profile)
1	Oscar Martinez (AP2) (User Group)
1	SEI - Olivia Thomas (User Group)
1	SEI -Dan Ryan (User Group)

Approved

Approved

Pending

Revise

Denied

Mark Paid

On-Hold

eMail

Note

Go

required:

Follow-up required:

Red text indicates substitution

Bold text indicates approval required

Action	Date
Pending	
Pending	
Pending	
Pending	

Red text indicates substitution

Bold text indicates approval required

Action	Date
Pending	
Pending	
Approved	08/16/2024
Pending	

Delete

Admin



Unique methods: After approval revisions process.

The screenshot displays the SEI Workflow Manager interface. The top navigation bar shows the user is logged in as Cathie Roberts, viewing data for Briarcliff Capital II, with an open period from 05/01/2024 to 05/31/2024. The left sidebar contains two main sections: Enterprise and Entity, each with a list of sub-items. The central panel features a 'Data Limiters' section with filters for Source, Type, Requestor, Approver, and Description. Below this is a 'Only Show Unapproved' checkbox and date pickers for Received Start/End Date and Required Start Date. The right panel, titled 'Workflow Manager', shows three tabs: 'Requiring My Approval', 'My Approval Requests', and 'All Requests'. The 'All Requests' tab is active, displaying a table of requests. A dashed blue box highlights the 'All Requests' tab and the table content.

Type	Description	Requestor	Source
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (ABC Funding)	SEI - Olivia Thomas	Account:
AP Bill	\$1,500.00 AP Bill on 08/16/2024 (Cincinnati Bengals Tic...	Archway Sales 1	Account:
Profile	Edit ABC Funding Profile on 8/14/2024	Christopher Rose SE	Profile
AP Bill	\$1,500.00 AP Bill on 07/26/2024 (Cincinnati Bengals Tic...	Christopher Rose SE	Account:
AP Payment Cycle	\$1,700.00 payment cycle on 02/20/2024	Christopher Rose SE	Account:
AP Payment Cycle	\$1,203,000.00 payment cycle on 01/25/2024	Michael Keve - Inactive - Inactive	Account:
AP Bill	\$1,500.00 AP Bill on 01/10/2024 (Red Woods Landscapi...	Christopher Rose SE	Account:
AP Bill	\$1,600.00 AP Bill on 12/07/2023 (Bushwood Country Clu...	Michael Keve - Inactive - Inactive	Account:
AP Payment Cycle	\$9,500.00 payment cycle on 11/15/2023	Michael Keve - Inactive - Inactive	Account:
AP Bill	\$15,000.00 AP Bill on 12/01/2023 (Augusta National Gol...	Michael Keve - Inactive - Inactive	Account:
AP Payment Cycle	\$1,500.00 payment cycle on 09/25/2023	Archway Support 240	Account:
AP Bill	\$1,500.00 AP Bill on 07/05/2023 (Red Woods Landscapi...	Michael Keve - Inactive - Inactive	Account:
AP Payment Cycle	\$1,500.00 payment cycle on 03/31/2023	Christopher Rose SE	Account:
AP Payment Cycle	\$35,348.00 payment cycle on 02/07/2023	Michael Keve - Inactive - Inactive	Account:
AP Payment Cycle	\$16,500.00 payment cycle on 12/05/2022	Michael Keve - Inactive - Inactive	Account:
AP Payment	\$5,500.00 payment on 10/05/2022 to Augusta National ...	Michael Keve - Inactive - Inactive	Account:

Unique methods: After approval revisions process.

☰

Briarcliff Capital II

🔍 Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

🏠 👤 ➡

🔍 Type here to filter

☆

Enterprise

Modeling

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Users

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Substitutions

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Recurring Bills

Recurring Distributions

Payment Cycles

Credit Card Transactions

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/19/2024 (ABC Funding)

Required Date: 08/19/2024

Details Notes History Approvers

Order	Approver	Action	Date
1	Oscar Martinez (AP2) (User Group)	Pending	
1	SEI - Olivia Thomas (User Group)	Approved	08/19/20...
1	SEI - Dan Ryan (User Group)	Pending	

ⓧ

Admin

Pending

Pending

eMail

Note

Go

Pending

Go

Follow-up required: ☐

required: ☐

Red text indicates substitution
Bold text indicates approval required



Unique methods: After approval revisions process.

The screenshot displays the SEI software interface for managing workflow items. The top header shows the user 'Cathie Roberts' and the open period '05/01/2024 to 05/31/2024'. The sidebar on the left contains navigation menus for 'Enterprise' and 'Entity'. The main content area shows the 'Workflow Item' details for a '\$1,500.00 AP Bill on 08/19/2024 (ABC Funding)'. The 'Required Date' is '08/19/2024'. The 'Workflow Item' is currently 'Approved'. The 'Follow-up required' checkbox is unchecked. The 'History' tab is selected, showing a table of workflow history.

User	Action	Date
SEI - Olivia Thomas (User)	Pending	08/19/2024 10:21:46 A...
SEI - Olivia Thomas (User)	Approved	08/19/2024 10:16:05 A...
SEI - Olivia Thomas (User)	Submission	08/19/2024 10:15:51 A...

A dashed blue box highlights the 'Action' and 'Date' columns of the table, specifically the 'Approved' and 'Submission' rows.

Unique methods: Revisions adding a substitute in workflow.

The screenshot displays the Briarcliff Capital II workflow manager interface. The top navigation bar includes the company name, user name (Cathie Roberts), and the open period (05/01/2024 to 05/31/2024). The left sidebar shows a search bar and a list of menu items under the 'Enterprise' category, with 'Requests' highlighted. The main content area is divided into two sections: 'Data Limiters' and 'Workflow Manager'. The 'Data Limiters' section contains filters for Source, Type, Requestor, and Approver, all set to 'All'. The 'Workflow Manager' section has tabs for 'Requiring My Approval', 'My Approval Requests', and 'All Requests', with 'All Requests' selected. A table of requests is displayed, showing two identical rows for 'AP Bill' requests. A dashed blue box highlights the bottom section of the interface, which includes a 'Distributions' dropdown menu, a 'Required Start Date' field set to '01/01/1900', and 'Reset Query' and 'Send Query' buttons.

Type	Description	Requestor	Source	Re
AP Bill	\$1,500.00 AP Bill on 08/19/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	
AP Bill	\$1,500.00 AP Bill on 08/19/2024 (ABC Fundi...	SEI - Olivia Thomas	Accounts Payable	

Unique methods: Revisions adding a substitute in workflow.

☰

Briarcliff Capital II

🔍 Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

📄 👤 ➡

🔍 Type here to filter

☆

Enterprise

Modeling

Operations

Portfolio

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Reports

Securities

Users

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Approval Rules

Substitutions

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Recurring Distributions

Payment Cycles

Credit Card Transactions

Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/19/2024 (ABC Funding)

Required Date: 08/19/2024

Details

Notes

History

Approvers

Pending

Go

Pending

eMail

Note

required:

Pending

Go

Pending

eMail

Note

required:

Red text indicates substitution

Bold text indicates approval required

Order	Approver	Action	Date
1	Oscar Martinez (AP2) (User Group)	Pending	
1	SEI - Olivia Thomas (User Group)	Approved	08/19/20...
1	SEI - Olivia Thomas (User)	Approved	08/19/20...

Delete

Admin



Unique methods: Revisions adding a substitute in workflow.

☰

Briarcliff Capital II

🔍 Cathie Roberts

Open Period: 05/01/2024 to 05/31/2024

🏠 👤 ➡

🔍 Type here to filter

☆

Enterprise

Enterprise

- Accounts Payable
- Entities
- General Ledger
- Modeling
- Operations
- Portfolio
- Profiles
- Reports
- Securities
- Users
- Workflow
- Requests

← Enterprise / Workflow / Requests

Workflow Item

\$1,500.00 AP Bill on 08/19/2024 (ABC Funding)

Required Date: 08/19/2024

Details Notes History Approvers

Order	Approver	Action	Note	Date
1	Oscar Martinez (AP2) (User Group)	Pending		
1	SEI - Olivia Thomas (User Group)	Pending		08/19/20...
1	SEI - Olivia Thomas (User)	Pending		

Approved

Approved

Pending

Revise

Denied

Mark Paid

On-Hold

eMail

Go

required: ☐

substitution

approval required

1

SEI - Olivia Thomas (User)

Pending

Accounting Entries

Accounts Payable

- Bills
- AP Payments
- Vendors
- Distributions
- Recurring Bills
- Recurring Distributions
- Payment Cycles
- Credit Card Transactions

Delete

Admin



Unique methods: Revisions adding a substitute in workflow.

The screenshot displays a software interface for managing workflow items. The top navigation bar includes the company name 'Briarcliff Capital II', a search icon, the user 'Cathie Roberts', and the 'Open Period: 05/01/2024 to 05/31/2024'. The left sidebar contains a menu with 'Enterprise' and 'Entity' sections. The 'Enterprise' section is expanded, showing 'Requests' as the selected item. The main content area shows a 'Workflow Item' for a '\$1,500.00 AP Bill on 08/19/2024 (ABC Funding)' with a 'Required Date: 08/19/2024'. Below this, there are tabs for 'Details', 'Notes', 'History', and 'Approvers'. The 'History' tab is active, displaying a table of actions. A dashed blue line connects a row in this table to a modal window below the main content area.

Workflow Item

\$1,500.00 AP Bill on 08/19/2024 (ABC Funding)
Required Date: 08/19/2024

Approved

Follow-up required: ☐

Details Notes History Approvers

User	Action	Date
SEI - Olivia Thomas (User) on behalf of SEI -Dan Ryan (User)	Pending	08/19/2024 10:54:29 A...
SEI - Olivia Thomas (User)	Pending	08/19/2024 10:53:58 A...
SEI - Olivia Thomas (User)	Approved	08/19/2024 10:51:36 A...
SEI - Olivia Thomas (User) on behalf of SEI -Dan Ryan (User)	Approved	08/19/2024 10:50:43 A...
SEI - Olivia Thomas (User)	Pending	08/19/2024 10:21:46 A...
SEI - Olivia Thomas (User)	Approved	08/19/2024 10:16:05 A...
SEI - Olivia Thomas (User)	Submission	08/19/2024 10:15:51 A...

User

User	Action
SEI - Olivia Thomas (User) on behalf of SEI -Dan Ryan (User)	Pending
SEI - Olivia Thomas (User)	Pending
SEI - Olivia Thomas (User)	Approved
SEI - Olivia Thomas (User) on behalf of SEI -Dan Ryan (User)	Approved
SEI - Olivia Thomas (User)	Pending
SEI - Olivia Thomas (User)	Approved
SEI - Olivia Thomas (User)	Submission

Customizing your AP workflows.
Additional resources.



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Additional resources: Reports and queries.

- Available **queries**:
 - AP Workflow History
 - AP Workflow History with Amount
 - Approved Workflow
 - Data – AP Payments and Workflow Items
- Available **reports**:
 - Bill Days to Payment
 - Bill Aging Detail

Additional resources: Documentation.

- Workflow Overview: [Workflow \(helpdocsonline.com\)](https://helpdocsonline.com/workflow-overview)
- Workflow Requests: [Workflow Requests \(helpdocsonline.com\)](https://helpdocsonline.com/workflow-requests)
- Workflow Substitutions: [Workflow Substitutions \(helpdocsonline.com\)](https://helpdocsonline.com/workflow-substitutions)
- Notifications Manager: [Notifications Manager \(helpdocsonline.com\)](https://helpdocsonline.com/notifications-manager)

Additional resources: Highlighted enhancements.

- Approval Rules Configuration:
 - No cap on minimum amount in approval rule, AKA you can track credits now too/all bills coming into the system
 - Entity/Vendor filtering tool
- Workflow items will show triggered approval rule for requests including payment requests
- Client Portal: Filter selection to display future bills
 - Checkbox to select or deselect the future bills display

Additional resources: Immersion session materials.



Access the Immersion session materials
www.seic.com/2024imm

Additional resources: How to stay in touch.



Connect with your
Client Service team in Nashville



Contact support at
awsupport@seic.com

ARCHWAY PLATFORM

Questions.



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Where to next.



Coffee break
@ 3:30pm



Late afternoon sessions
@ 3:45pm



**Evening reception at
Bell Bottoms Up**
@ 6:00pm
Meet in the lobby @ 5:30pm

Where to next.

1

Partnering for success: How Canoe and SEI drive alts data automation for family offices.

2

Ranches, central disbursement accounts, and other unconventional entities tracked on the Archway Platform.

3

The mechanics of performance reporting.